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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION.

INSTRUCTIONS TO STATE COMMITTEES FOR CHECKING LISTING  
SHEETS, FORMS NCR-209, NCR-209a, and NCR-209b, AND DE-  
TERMINING STATE COMMITTEE APPROVED ACREAGE ALLOTMENTS,  
RESTORATION LAND GOALS, YIELDS, AND PRODUCTIVITY INDICES.

Before Forms NCR-209, NCR-209a, and NCR-209b are forwarded to the State office, a representative of the State committee will check the listing sheets in the county in order to determine that the data are listed in accordance with the procedure outlined in NCR-210 Preliminary, (Revised), and NCR-210 Preliminary, Supplements (d) and (e), as revised.

In the event that the work of field reporters has been adjusted on a minor civil division basis for appraisal bias, the representative of the State committee will obtain from the county committee the 1938 total soil-depleting acreage figure which the county committee used to determine the minor civil division appraisal bias factor. For counties in which the work of the field reporters were adjusted to a standardization committee appraisal level, the representative of the State committee will check the completeness and accuracy of the tabulation sheets for each field reporter for which appraisal adjustments were made and request the county committee to prepare a copy of each field reporter's tabulation sheet to accompany the listing sheets to the State office.

In counties which are in the wind erosion area, the representative of the State committee will review determinations with respect to restoration land goals on Forms NCR-209b and determine that proper adjustments for farms for which restoration land goals have been established are made in columns (4) and (12) of Forms NCR-209. He will also determine that for farms for which restoration land goals have been established, there are corrected copies of Forms NCR-203 on file in the county office.

In cases where historical acreage indications with respect to the total soil-depleting crops, corn and wheat, have been stricken through and the NCR-203 indicated acreage substituted therefor, the representative of the State committee will determine that the NCR-203 indication has been multiplied in the case of total soil-depleting crops by 1.20, in a case of corn by the county factor which was supplied by the State committee, and in the case of wheat by the factors determined in accordance with the instructions pertaining thereto, and NCR-210 Preliminary, Supplement (c) revised. He will also determine that in such cases, a proper explanation for abandoning historic acreage indications are attached to form NCR-203 on file in the county office.



Before the listing sheets are forwarded to the State office, the county committee shall determine as accurately as possible the extent of coverage of all farms in the county represented by the farms which are included on the listing sheets. If data for all farms in the county have not been listed, an estimate of the incompleteness shall be made by the county committee and submitted with the listing sheets to the State committee. If data for all farms in the county have been listed on the listing sheets, a certification of such fact shall be submitted to the State committee with the listing sheets.

When listing sheets have been completed in the county office and reviewed by a representative of the State committee, they will be forwarded to the State office where the State committee and State statistician will check the listing sheets for accuracy and enter their approved acreage allotments, restoration land goals, yields, and productivity indices in accordance with the following instructions.

PART I - INSTRUCTIONS FOR CHECKING ENTRIES AND DETERMINING  
STATE COMMITTEE APPROVED ACREAGE ALLOTMENTS ON  
FORMS NCR-209.

It will be necessary before the final determination of total acreage allotments and corn acreage allotments for farms for which errors will be found to determine the acreage of total soil-depleting and corn which is held in reserve for the purposes of correcting such errors. This will be done by obtaining the sum of the respective acreage allotments recommended by the county committee for old and new farms, adding to such sum the acreage required for new farms which are not included on the listing sheets, in case of incomplete coverage, and deducting such total acreage from the respective total acreage allotments computed for the county.

When an error is found in the data for an individual farm which results in a corrected acreage allotment different from the county committee recommended acreage allotment, the clerical assistant, after recomputing the acreage allotment and entering such acreage allotment above the acreage allotment recommended by the county committee, shall enter notations on the line for such farm as follows:

- (A) - If the error results in a total acreage allotment less than that recommended by the county committee, enter the notation "T.A.A.Re-C. Down".
- (B) - If the error results in a total acreage allotment greater than that recommended by the county committee, enter the notation "T.A.A.Re-C. Up".
- (C) - If the error results in an acreage allotment of corn less than that recommended by the county committee, enter the notation "C.A.A.Re-C. Down".
- (D) - If the error results in a corn acreage allotment greater than that recommended by the county committee, enter the notation "C.A.A.Re-C. Up".



In case the corrected acreage allotment resulting from an error for either total soil-depleting or corn is less than the acreage allotment recommended by the county committee, the clerical assistant will encircle the corrected acreage allotment in red. Such corrected acreage allotments will not be used in 1938 in the determination of performance, productivity, or yield, as the case may be, and the farmer will not be notified of such change in his acreage allotment. In case the corrected acreage allotment is greater than the acreage allotment recommended by the county committee, such corrected acreage allotment will not be used in the determination of productivity or yield, as the case may be, but will be used in the determination of performance in 1938 providing there is sufficient reserve for the county with which to make such corrections. If the reserve is not sufficient to provide the necessary acreage for all of such corrections, the amount of acreage in the reserve shall be prorated to all such farms. Farmers will be notified of such corrected acreage allotments.

Errors such as incorrect column totals which affect the factors used in columns (19), and (31) of NCR-209, columns (11) and (24) of NCR-209a, and columns (11), (28), (29), (30), and (31) of NCR-209b which have resulted in errors in the county total of individual farm acreage allotments of one-half of one percent, or less, will not be corrected, unless otherwise provided. Errors in the county total of individual farm acreage allotments resulting from the use of such improper factors which are in excess of one-half of one percent will be submitted to the North Central Division for approval or disposition. In submitting the data with respect to this type of error to the Washington office, a complete and detailed description of such errors and the effects on the acreage allotments for the farms in the county will be made. The North Central Division will determine the corrections to be made because of such errors and the disposition of the farm acreage allotments for such counties.

#### TOTAL SOIL-DEPLETING

##### SECTION I - Checking Entries in Columns (4) to (19) Inclusive, on Forms NCR-209.

The following steps in this section are applicable to all counties except counties in the wind erosion area which are not in the commercial corn-producing area.

1. Verify minor civil division and county totals of columns (4), (12), and (18).

Note: For counties which are in the wind erosion area and also in the commercial corn-producing area, obtain a county total of column (4), including the encircled entries. The county total of column (4) obtained in the county should exclude the encircled entries and will be verified in the State office.



2. Check the entries in column (11) by averaging the corresponding entries in columns (8) and (10). Encircle each entry in column (11) which is not the result of the average of the corresponding entries in columns (8) and (10). Verify the encircled entries in column (11) by multiplying the corresponding entries in column (16) by 1.20. Verify the total of column (11).
3. Verify the factor(s) in the heading of column (13), the entries in columns (13), (14), (15), and (16), as follows:

(a) In counties where forms NCR-203 were adjusted for appraisal bias by minor civil division, the factor in the heading of column (13) should be the difference, rounded to two decimal places, between the ratios obtained by:

- (1) Divide the 1938 minor civil division total soil-depleting acreage by the minor civil division total of column (4). Round this ratio to three decimal places.
- (2) Divide the minor civil division total of column (12) by the minor civil division total of column (4). Round this ratio to three decimal places.
- (3) Verify the entries in column (13) by multiplying each entry in column (4) by the factor in the heading of column (13).
- (4) If the minor civil division total of column (12) is smaller than the minor civil division total soil-depleting acreage, verify the entries in column (14) by adding the corresponding entries in columns (12) and (13). If the minor civil division total of column (12) is larger than the minor civil division total soil-depleting acreage, verify the entries in column (14) by subtracting the entries in column (13) from the corresponding entries in column (12).

- (b) Subsequent adjustment of minor civil divisions to the 1938 county total soil-depleting acreage allotment.

Verify the factor entered in the box at the head of column (15). This factor should be the difference, rounded to two decimal places, between the two ratios obtained by:

- (1) Divide the 1938 county total soil-depleting acreage allotment by the county total of column (4). Round this ratio to three decimal places.



- (2) Divide the county total of column (14) by the county total of column (4). Round this ratio to three decimal places.

Verify the entries in column (15) by multiplying each entry in column (4) by the factor in the box at the heading of column (15).

If the county total of column (14) is smaller than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by adding the corresponding entries in columns (14) and (15). If the county total of column (14) is larger than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by subtracting the entries in column (15) from the corresponding entries in column (14).

- (c) In counties where the adjustment of the work of field reporters is made directly to the 1938 county total soil-depleting acreage, verify the factor in the heading of column (15), and the entries in columns (15) and (16) as follows:

The factor in the box at the head of column (15) should be the difference, rounded to two decimal places, between two ratios obtained by:

- (1) Divide the 1938 county total soil-depleting acreage allotment by the county total of column (4). Round this ratio to three decimal places.
- (2) Divide the county total of column (12) by the county total of column (4). Round this ratio to three decimal places.

Verify the entries in column (15) by multiplying each entry in column (4) by the factor in the heading of column (15).

If the county total of column (12) is smaller than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by adding the corresponding entries in columns (14) and (15). If the county total of column (12) is larger than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by subtracting the entries in column (15) from the corresponding entries in column (12).



- (d) In counties where the adjustment of the work of field reporters is made on the basis of a standardization committee's appraisal, and field reporters' appraisal factors were established in accordance with the procedure set forth in NCR-202, Supplement 6, determine that all Forms NCR-203 executed by a single reporter are listed together on Forms NCR-209 and NCR-209b and that a factor has been obtained for each farm reporter in the heading of column (13). Verify such factors which should be the difference, rounded to two decimal places, between the ratios obtained by:

- (1) Obtain the simple average of the entries in column (2) of the reporter's tabulation sheet.
- (2) Obtain the simple average of the standardization committee's total soil-depleting ratio of column (3) of the field reporter's tabulation sheet.

Verify the entries in column (13) by multiplying each entry in column (4) by the farm reporter's adjustment factor in the heading of column (13). If the farm reporter's indicated total soil-depleting ratio in column (2) of the tabulation sheet is smaller than the county standardization committee's indicated total soil-depleting ratio in column (3) of the tabulation sheet, verify the entries in column (14) by adding the corresponding entries in columns (12) and (13). If the farm reporter's indicated total soil-depleting ratio in column (2) of the tabulation sheet is larger than the county standardization committee's indicated total soil-depleting ratio in column (3) of the tabulation sheet, verify the entries in column (14) by subtracting the entries in column (13) from the corresponding entries in column (12).

- (e) Subsequent adjustment to the 1938 county total soil-depleting acreage allotment.

Verify the factor entered in the box at the head of column (15). This factor should be the difference, rounded to two decimal places, between two ratios obtained by:

- (1) Divide the 1938 county total soil-depleting acreage allotment by the county total of column (4). Round this ratio to three decimal places.



- (2) Divide the county total of column (14) by the county total of column (4). This ratio will be rounded to three decimal places.

Verify the entries in column (15) by multiplying each entry in column (4) by the factor in the box at the head of column (15).

If the county total of column (14) is smaller than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by adding the corresponding entries in columns (14) and (15). If the county total of column (14) is larger than the 1938 county total soil-depleting acreage allotment, verify the entries in column (16) by subtracting the entries in column (15) from the corresponding entries in column (14).

- (3) Verify the entries in column (17) by determining that no entry is in excess of the corresponding entry in column (11) or the average of the corresponding entries in column (11) and (16). Verify the total of column (17).
- (4) Verify the factor in the box at the head of column (19) by dividing the county total soil-depleting acreage allotment by the county total of column (18). Verify the entries in column (19) by multiplying the corresponding entries in column (18) by the factor in the box at the head of column (19). Verify the county total of column (19).

#### WIND EROSION COUNTIES

#### SECTION II - Checking Entries in Columns (4) to (20), Inclusive, on Forms NCE-209.

The instructions in this Section II are applicable to counties in the wind erosion area which are not in the commercial corn-producing area.

1. Verify the minor civil division and county totals of columns (4), (12), (18), and (20).
2. Verify the factors at the head of columns (13) and (15) and the entries in columns (13), (14), (15), (16), and (17), in accordance with the instructions pertaining to the verification of these columns in Section I, of this Part I.



3. Verify the factor in the box at the head of column (19) by dividing the county total soil-depleting acreage allotment by the total of column (18).
4. Verify the entries in column (19) by multiplying each entry in column (18) by the factor in the box at the head of column (19). In case errors are found in any of the entries in column (19), make the necessary corrections and initial each such correction.
5. Verify the minor civil division and county totals of the entries in column (19).
6. Enter in ink in column (22) the State committee approved total soil-depleting acreage allotments. Obtain the minor civil division and county totals of the entries in column (22) and initial at the head of the column.

#### CORN ACREAGE

#### SECTION III - Checking Entries in Columns (23) to (33) Inclusive, on Forms NCR-209.

The following steps are applicable to counties in the commercial corn-producing area:

1. Verify the factor in the box at the head of column (28) by dividing the 1938 corn acreage allotment by the county total soil-depleting acreage allotment. Verify the entries in column (28) by multiplying the corresponding entries in column (16) by the factor in the box at the head of column (28). Verify the county total of column (28).
2. Verify the entries in column (27) by determining that such entries do not exceed the average of the corresponding entries in columns (24) and (26), or the entry in column (28) multiplied by the factor for the county furnished by the State committee. Verify the county total of column (27).
3. Verify the entries in column (29) by determining that the entries in column (29) do not exceed the corresponding entries in column (27), or the average of the corresponding entries in columns (27) and (28).
4. Verify the factor in the box at the head of column (31) by dividing the county corn acreage allotment by the county total of column (29). Verify the entries in column (31) by multiplying the corresponding entries in column (29) by the factor in the box at the head of column (31). In case errors are found in any of the entries in column (31), make the necessary corrections and initial each such correction.



5. Verify the minor civil division and county totals of the entries in column (31).
6. Enter in ink in column (33) the State committee approved corn acreage allotment. Obtain the minor civil division and county totals of the entries in column (33) and initial at the head of the column.

#### GENERAL CROP ACREAGE

#### SECTION IV - Checking General Crop Acreage Used in the Determination of Productivity Indices.

1. Verify each entry in column (42). This will be done by adding the potato, tobacco, and cotton acreage allotments.
2. Verify the total of acreage allotments for all individual soil-depleting crops, excluding wheat, in column (43).
3. Verify each entry in column (51) of the general soil-depleting acreage used in the determination of the productivity indices and initial at the head of column (51).
4. Verify the totals of the entries in columns (42), (43), and (51).

#### PART II - INSTRUCTIONS FOR CHECKING ENTRIES AND DETERMINING STATE COMMITTEE APPROVED ACREAGE ALLOTMENTS ON FORM NCR-209a.

The instructions in this Part II are applicable in counties where Forms NCR-209a are used for the tabulation of data for special crop acreage allotments. In counties where there is but one special crop acreage allotment, other than corn and wheat, and the data for such special crop acreage allotment has been listed in columns (23) to (40) of Form NCR-209, the instructions herein will apply to the columns on Form NCR-209 which are comparable to the columns for such special crop acreage allotment on Form NCR-209a.

#### POTATO ACREAGE

#### SECTION I - Checking Entries in Columns (3) to (7), Inclusive, on Forms NCR-209a.

The steps in this section are applicable to counties in the commercial potato-producing area.

1. Verify the minor civil division and county totals of columns (3), (5), and (6). Obtain and verify minor civil division and county totals of encircled entries in column (3).



2. Verify the factor in the heading of column (4) by dividing the 1938 county potato acreage allotment by the county total of the encircled entries in column (3). Verify the entries in column (4) by multiplying the corresponding entries in column (3) by the factor in the box at the head of column (4). Verify the minor civil division and county totals of column (4).
3. Check and analyze the potato acreage entries in column (6) as follows:

- (a) If the county total of column (6) does not exceed the county potato acreage allotment, check the entries in column (6) in order to determine that the corresponding entries in column (4) of three acres or less have not been reduced in column (6).

If it has been determined that the total of the entries in column (6) does not exceed the county potato acreage allotment, examine the original entries in column (6), which are less than 3 acres, and if such entries have not been raised to three acres, enter 3 acres above the original entry and delete the original entry.

- (b) If the county total of column (6) exceeds the 1938 approved county potato acreage allotment, obtain an adjustment factor by dividing the county potato acreage allotment by the county total of column (6) and enter the result rounded to three decimal places at the head of column (8). Multiply each entry in column (6) by such adjustment factor and enter the result rounded to one decimal place in column (8). Obtain the county total of the entries in column (8) and compare such total with the county acreage allotment to determine if they differ by more than an amount to be expected as a result of rounding. If they differ by more than such an amount, make the necessary corrections.

In case adjusted potato acreages are entered in column (8), examine the entries in column (8) and if there are any entries of less than 3 acres, the State committee shall enter in column (7) for such farm an acreage allotment of 3 acres.

4. Enter in ink in column (7) the State committee approved potato acreage allotments, obtain the county total of the entries in column (7), and initial at the head of the column.



TOBACCO ACREAGE

SECTION II - Checking Entries in Columns (16) to (20),  
Inclusive, on Forms NCR-209a.

The following steps in this section are applicable to counties in which tobacco acreage allotments will be established:

1. Verify the minor civil division and county totals of column (16).
2. Verify the factor in the box at the head of column (17) by dividing the 1938 county tobacco acreage allotment for farms which produced tobacco in one or more of the years 1934 to 1937, inclusive, by the county total of column (16). Verify the entries in column (17), by multiplying the corresponding entries in column (16) by the factor in the box at the head of column (17).
3. Verify the county total of columns (17), (18), and (19). Examine the entries in columns (18) and (19) for new tobacco farms and if they are not encircled, encircle such entries. Verify the county totals of columns (18) and (19) for new farms and determine that such total in column (19) does not exceed 5.2 percent of the county tobacco acreage allotment.

In case the total tobacco acreage for new farms exceeds 5.2 percent of the county acreage allotment obtain factor and scale new farm acreage allotments down to an amount equal to 5.2 percent of the county acreage allotment.

4. Enter in ink in column (20) the State committee approved tobacco acreage allotments and obtain the county total of column (20). The person making such entries shall initial in the heading of column (20).
5. Immediately after the State committee approved tobacco acreage allotments have been entered in column (20), notify the counties with respect to the tobacco acreage allotments for new and small farms.

PART III - INSTRUCTIONS FOR CHECKING ENTRIES AND DETERMINING STATE COMMITTEE APPROVED 1938 WHEAT ACREAGE ALLOTMENTS AND RESTORATION LAND GOALS ON FORM NCR-209b.

WHEAT ACREAGE

The following instructions will be used to check the 1938 wheat acreage allotments for all farms in the county for which wheat acreage



allotments will be established including those farms listed on supplemental listing sheets for corrected farms, new and changed farms.

SECTION I - Checking Entries in Columns (21) to (30), Inclusive, on Form NCR-209b, "Regular Wheat Listing Sheets".

1. Verify the minor civil division and county totals of columns (21) to (27), inclusive.
2. Verify the entries in column (27) by obtaining an average of the respective nonencircled entries in columns (22), (24), and (26). In the event that all of the respective entries in columns (22), (24), and (26) are encircled, verify the entries in column (27) by multiplying the cropland acreage on the farm as shown on form NCR-209, column (4), by a factor rounded to three decimals, derived by dividing the average of the township totals of columns (21) and (23), form NCR-209b, by the total of column (4), form NCR-209, for wheat farms listed on regular wheat listing sheets, form NCR-209b.
3. Verify the factor in the box at the head of column (28) by dividing the 1938 county wheat acreage allotment by the 1938 total soil-depleting acreage allotment as determined on form NCR-209, column (16), for those farms in the county for which 1938 wheat acreage allotments will be established.
4. Verify the entries in column (28) by multiplying each entry in column (16) for the farm, on form NCR-209, by the factor in the box at the head of column (28).
5. Verify the entries in column (29) by multiplying the corresponding entries in column (27) by 3.
6. Verify the entries in column (30) which should be the smaller of the following:
  - (a) The sum of the respective entries in columns (28) and (29) or,
  - (b) The result obtained by multiplying the entries in column (27) by a factor of not less than 4.0 and not more than 5.0. In case a factor less than 4.0 or greater than 5.0 has been used, the State committee will correct the entry in column (30) by use of a factor of either 4.0 or 5.0, whichever is applicable.
7. Verify the minor civil division and county totals of column (11) and determine that such total does not exceed the 1938 wheat acreage allotment for the county.



8. Verify the minor civil division and county totals of column (30).
9. Verify the minor civil division and county totals of the encircled entries in column (30).
10. Verify the minor civil division and county totals of the nonencircled entries in column (30) by subtracting from the total of all entries in column (30), the total of the encircled entries.

SECTION II - Checking entries in column (11) of NCR-209b  
"Regular Wheat Listing Sheets" and the De-  
termination of State Committee Approved 1938  
Wheat Acreage Allotments.

1. If there is only one factor entered at the head of column (11), proceed as follows:
  - (a) Verify the factor at the head of column (11) by dividing the 1938 net wheat acreage allotment as entered in the space above the headings of columns (3) to (10) for 1938 wheat farms by the total of all entries in column (30). If such factor is determined to be in error, make the necessary correction.
  - (b) Verify each entry in column (11) by multiplying the factor at the head of column (11) by the corresponding entry in column (30). In the event that an entry in column (11) is determined to be in error, delete such entry and enter the correct acreage allotment in column (12).
  - (c) Enter the State committee preliminary 1938 wheat acreage allotments in column (12). These entries will be obtained by transferring the respective items from column (11) or if such items are determined to be in error, obtain the entries for column (12) by multiplying the factor at the head of column (11) by the respective entries in column (30).
2. If there are two factors entered at the head of column (11), proceed as follows:
  - (a) Verify the totals of the encircled entries in column (11).
  - (b) Obtain the total of the nonencircled entries in column (11) by deducting the sum of the encircled entries from the sum of all entries in column (11).



- (c) Obtain 3 percent of the county total of all entries in column (11).
  - (d) Verify the red encircled factor at the head of column (11) by dividing 3 percent of the county total of all entries in column (11) by the sum of the encircled entries in column (30).
  - (e) Verify the blue encircled factor at the head of column (11) by dividing the sum of all entries in column (11), less 3 percent as obtained in (d) by the sum of the nonencircled entries in column (30).
  - (f) Verify the encircled entries in column (11) by multiplying the red encircled factor at the head of column (11) by the corresponding encircled entries in column (30). In the event that an encircled entry in column (11) is determined to be in error, delete such entry and enter the correct acreage allotment in column (12).
  - (g) Verify the nonencircled entries in column (11) by multiplying the blue encircled factor at the head of column (11) by the respective entries in column (30). In the event that a nonencircled entry in column (11) is determined to be in error, delete such entry and enter the correct acreage allotment in column (12).
- 3. Enter the State committee preliminary 1938 wheat acreage allotment in column (12). These entries will be obtained by transferring the respective entries which have not been deleted from column (11).
  - 4. Obtain the minor civil division and county totals of all the entries in column (12)

#### RESTORATION LAND

#### SECTION III - Checking Entries in Columns (36) to (44), Inclusive, and Determining State Committee Approved Restoration Land Goals.

- A. The following instructions are applicable to counties in the wind erosion area which are not in the commercial corn area.
  - 1. Verify each entry in column (40) by adding the corresponding entries not stricken in columns (36), (37), (38), and (39).
  - 2. Verify the county totals of the entries not stricken in columns (36), (37), (38), and (39), and the county totals of the entries in columns (40), (41), and (42).



3. Determine that the total of column (42) is equal to or exceeds the restoration land goal established for the county. In case the total acreage of restoration land in column (42) is less than the county restoration land goal, such fact shall be submitted to the North Central Division for approval or disposition.
  4. Enter in column (44) the State committee approved restoration land goal for each farm. Obtain the county total of column (44) and initial at the head of the column.
- B. The following instructions are applicable to counties which are in the wind erosion area and which are also in the commercial corn area.
1. Verify each entry in column (38) by subtracting the corresponding entry for the farm in column (19) of NCR-209 from the entry for the farm in column (4).
  2. Verify each entry in column (40) by adding the corresponding entries not stricken in columns (36) and (39).
  3. Compare each entry in column (40) with the corresponding entry in column (38) and determine that each entry in column (40) does not exceed the corresponding entry in column (38). In case the entry in column (40) for a farm exceeds the corresponding entry in column (38), delete the entry in column (40) and enter immediately above such deleted entry an acreage equal to the entry in column (38). In such a case, the entries in columns (41) and (42) will be deleted and the non-stricken acreage in column (40) entered immediately above such stricken entries.
  4. Verify the county totals of the non-stricken entries in columns (36) and (39) and the county totals in columns (38), (40), (41), and (42).
  5. Enter in column (44) the State committee approved restoration land goal for each farm. Obtain the county total of column (44) and initial at the head of the column.



PART IV - INSTRUCTIONS FOR CHECKING ENTRIES AND DETERMINING  
STATE COMMITTEE APPROVED ACREAGE ALLOTMENTS ON  
FORMS NCR-209 AND NCR-209a FOR CORRECTED FARMS  
"A" AND "B" AND NEW AND CHANGED FARMS/

After regular listing sheets on forms NCR-209 and NCR-209a, have been checked in the State office and the State committee approved acreage allotments entered thereon, the entries on forms NCR-209 and NCR-209a, supplement listing sheets for corrected farms "A" and "B" and new and changed farms will be checked and the State committee approved acreage allotments for such farms entered thereon in accordance with the following instructions.

SECTION 1 - Checking Entries on Forms NCR-209 and NCR-209a  
for Corrected Farms "A" and "B".

SPLIT FARMS

- A. The following steps will be followed in checking split farm entries on forms NCR-209 and NCR-209a, "Listing Sheets for Corrected Farms A."
1. Verify the totals of the black entries for each farm not correctly identified in the initial listing; on form NCR-209, columns (4), (19), and (31); and on form NCR-209a, columns (4) and (17). The sums of the black entries for each of the parts of the original farms in such columns must be equal to the original farm entries in red preceding the black entries in the respective columns.
  2. Verify the ratio for the farm or part of farm listed in column (20), by dividing the respective acreage of cropland in column (4) by the acreage of cropland for the farm as identified in the initial listing and listed in red in column (4).
  3. Verify the entries in column (19) for each corrected farm or part of farm by multiplying the ratio for each corrected farm or part of farm in column (20) by the entry in red in column (19), for the farm as initially listed.
  4. Verify the entries on form NCR-209, column (31), by multiplying the ratio in column (20) for each corrected farm or part of farm by the entry in red in column (31), for the farm as initially listed.
  5. Verify the corrected minor civil division and county totals for the applicable columns on "Listing Sheets for Corrected Farms A."



If potato and tobacco acreage allotments for farms not correctly identified in the initial listing on form NCR-209a have been determined by ratio method for farms or parts of farms and listed on Form NCRA, "Listing Sheets for Corrected Farms A", such acreage allotment will be verified in accordance with the instructions set forth above for the verification of total soil-depleting and corn acreage allotments for corrected farms "A". In case the county committee has appraised the potato or tobacco acreage allotments for farms or part of farms listed on listing sheets for corrected farms "A", determine that the sum of the black entries for each of the parts of the original farm in columns (4) and (17), respectively, do not exceed the original farm entries in red in columns (4) and (17), respectively.

#### COMBINED FARMS

B. The following steps will be followed in checking combined farm entries on forms NCR-209 and NCR-209a, "Listing Sheets for Corrected Farms B".

1. Verify the red entries for the parts of corrected farms on form NCR-209, columns (1) to (4), inclusive, and columns (19) and (31); and on form NCR-209a, columns (1) and (2). These entries should be compared with the entries on the listing sheets from which they were transposed. In the case of a farm or part of a farm which was covered by one form NCR-203, the entries will be compared to the entries for the farm on the initial listing sheets. In cases where the corrected farm or part of farm was not covered by a separate form NCR-203, the entries will be compared with those on listing sheets for corrected farms "A". Determine that when entries for a farm or part of a farm have been transposed to listing sheets for corrected farms "B", the entries for such farm or part of farm have been deleted on the initial listing sheets or the listing sheets for corrected farms "A".
2. Verify the totals for each combined farm on form NCR-209 in columns (3), (4), (19), and (31).
3. Verify the corrected minor civil division and county totals for the applicable columns on "Listing Sheets for Corrected Farms B."

After the entries on listing sheets for corrected farms "A" and listing sheets for corrected farms "B" have been verified as prescribed under A and B of this Part IV, the State committee approved total soil-depleting and corn acreage allotments will be entered in columns (22) and (33), respectively, on such listing sheet, form NCR-209, and the State committee approved potato and tobacco acreage allotments will be entered in columns (7) and (20), respectively, on such listing sheets,

form NCR-209a. All of such entries shall be made in black ink and after verification the person making such entries shall initial at the head of the respective columns.

### CHANGED AND NEW FARMS

#### SECTION II - Checking Entries on Forms NCR-209, NCR-209a, "Listing Sheets for Changed Farms" and "Listing Sheets for New Farms".

Instructions for checking entries on regular listing sheets as set forth in Parts I, II, III, and V, will be followed in checking the entries on listing sheets for new and changed farms.

#### PART V: INSTRUCTIONS FOR CHECKING AND ADJUSTING COUNTY COMMITTEE RECOMMENDED CORN YIELDS, WHEAT YIELDS, AND GENERAL PRODUCTIVITY INDICES.

The statistician or farmer fieldman shall review in the county office the corn and wheat yield appraisals in column (37) of NCR-209 and in column (17) of NCR-209b, respectively, to determine if the county committee has obtained an equitable relationship between farms in the minor civil division and county in the recommended corn and wheat yields. In making this determination, the person reviewing such yields should examine the indicated yields of corn in columns (35) and (36) and the indicated wheat yields in columns (15) and (16). Comparison of the 1938 general productivity indices for the farm should be made with the recommended corn and wheat yields.

The statistician or farmer fieldman shall review in the county office the county committee recommended productivity indices in column (57) and determine if the county committee has recommended equitable productivity indices between farms. In making this determination, the person reviewing the county committee recommended productivity indices should examine the productivity entries in columns (55) and (56).

In the event errors of any kind are found which will result in a yield or productivity, after such errors are corrected, which is different from that recommended by the county committee, such errors will be corrected and the corrected yield or productivity index, as the case may be, will be determined in accordance with the instructions set forth in this Part V. If the yield for any special crop or productivity index is corrected for a farm, such corrected yield or productivity index will be used as the basis for the determination of the State committee approved yield or productivity for the farm. The county committee should be immediately notified of any changes in the yields or productivity indices.

When checking computations in the State office in cases where factors are used, such factors may be rounded to five decimals except as otherwise provided.



SECTION I - Checking and Adjusting Corn and Wheat Yields  
and General Productivity Indices for Farms  
Listed on Regular Listing Sheets.

CORN YIELD

A. Checking and Adjusting the Normal Yield of Corn Recommended by the County Committee:

1. Multiply the county total of column (31) by the approved county corn check yield and compare the result with the sum of the results obtained by multiplying each minor civil division approved corn yield by the respective minor civil division total of column (31). If the results of these two determinations differ by more than an amount to be expected as a result of rounding of decimals, the minor civil division corn yields shall be adjusted by the State committee so that the results of the two above-described determinations do not differ by an amount which can not be explained by rounding.
2. Verify each entry in column (38).
3. Verify the minor civil division and county totals of the entries in column (38).
4. Verify the adjustment factor entered at the head of column (39) for each minor civil division.
5. Verify each entry in column (39) by multiplying each respective entry in column (38) by the adjustment factor entered in the heading of column (39).
6. Verify the minor civil division and county totals of the entries in column (39). Compare the minor civil division and county totals of column (39) with the respective products obtained by multiplying the respective totals of column (31) by the minor civil division and county check yields and if they differ by more than an amount to be expected by rounding, make the necessary corrections.
7. Verify each entry in column (40) and after it is determined that all such entries are correct, initial at the head of the column. If any corn yield entries are found to be in error, make the necessary corrections.

PRODUCTIVITY

B. Checking and Adjusting the County Committee Recommended Productivity Indices:

1. In counties wherein individual productivity indices were adjusted by minor civil divisions, the statistician will determine if the weighted average of such minor civil division productivity indices is equal to the county productivity index. This will be done by multiplying the county total of column (51) by the approved productivity index for the county and comparing the result with the sum of the results obtained by multiplying the minor civil division productivity indices by the respective minor civil division totals of column (51). If the results of these two determinations differ by more than an amount to be expected because of rounding of decimals, the State committee shall make necessary adjustments in the minor civil division productivity indices so that the average of such indices, when weighted by the respective minor civil division totals of column (51) will equal the county productivity index.
2. Verify the extension entries in column (58) by multiplying each entry in column (51) by the corresponding entry in column (57).
3. Verify the minor civil division and county totals of the entries in column (58).
4. Verify the productivity adjustment factors as follows:
  - (a) If a county adjustment factor was used in making the individual farm productivity adjustments, verify such factor by multiplying the county total of column (51) by the approved productivity index for the county and divide the result by the county total of column (58).
  - (b) If minor civil division adjustment factors were used in making individual farm productivity indices adjustment, verify each such adjustment factor by multiplying each approved minor civil division productivity index by the respective minor civil division total of column (51) and dividing the result by the total of column (58) for each of the respective minor civil divisions.

In case the county adjustment factor, if applicable, is found to be in error, the statistician shall enter the correct adjustment factor in the heading of column (60) and make the necessary corrections in the individual productivity indices. In such case, the county committee should immediately be notified of the revised productivity indices.



In case it is determined that a minor civil division adjustment factor is in error, the correct adjustment factor will be entered in the heading of column (60) of the listing sheet for the minor civil division and the individual farm productivity indices in such minor civil division will be redetermined on the basis of the correct adjustment factor.

5. Verify each farm productivity index in column (60) and after it is determined that they are correct, initial at the head of the column. If any entries in column (60) are found to be in error, make the necessary corrections.

#### WHEAT YIELD

#### C. Checking and Adjusting the Normal Yield of Wheat Recommended by the County Committee:

1. Multiply the county total of column (11) by the approved county wheat yield and compare the result with the sum of the results obtained by multiplying each minor civil division approved wheat yield by the respective minor civil division total of column (11). If the results of these two determinations differ by more than an amount to be expected as a result of the rounding of decimals, the minor civil division wheat yields shall be adjusted by the State committee so that the results of the two above-described determinations do not differ by an amount which can not be explained by rounding.
2. Verify each entry in column (18) by multiplying the entry in column (17) by the respective entry in column (11). Verify the minor civil division and county totals of the entries in column (18).
3. Verify the adjustment factor at the head of column (19) for each minor civil division. Verify each entry in column (19) by multiplying each respective entry in column (18) by the factor at the head of column (19).
4. Verify the minor civil division and county totals of the entries in column (19). Compare minor civil division and county totals of column (19) with the respective products obtained by multiplying the respective totals of column (11) by the minor civil division and county check yields and if they differ by more than an amount to be expected by rounding, make the necessary corrections.

5. Verify each entry in column (20) and after it is determined that they are correct, initial at the head of the column. In case any entries in column (20) are found to be in error, make the necessary corrections.

SECTION II - Instructions for Checking Corn Yields and Productivity Indices for Corrected Farms "A" and "B".

SPLIT FARM YIELD AND PRODUCTIVITY

- A. The following steps pertain to the verification of corn yields and productivity indices for farms listed on form NCR-209, "Listing Sheets for Corrected Farms A".
  1. Compare the red entries in columns (37) and (57) with the entries on the initial listing sheet in columns (40) and (60), respectively.
  2. Verify the red entries in column (39) by multiplying the red entry in column (31) by the corresponding red entry in column (37).
  3. Verify the red entry in column (59) by multiplying the red entry in column (51) by the corresponding red entry in column (57).

Note: If the county committee's appraised corn yields and productivity indices have not been entered in black in columns (37) and (57), respectively, the State committee will obtain and enter such yields and productivity indices.

  4. Verify the extension for the farms or parts of farms in columns (38) and (58) by multiplying the acreage in column (31) by the yield in column (37) and the acreage in column (51) by the productivity index in column (57), respectively.
  5. Verify the black entries on the line where the original farms are listed in red by adding the black entries for each farm or part of farm in columns (38) and (58), respectively.

Examine the county committee's recommended corn yield and productivity index for each of the corrected farms "A". If such yield and productivity index for each of the corrected farms "A" is the same as the respective corn yield and productivity index for the farm as initially listed, verify the



entries for each corrected farm "A" in columns (40) and (60), respectively, by comparing such entries with the entries in red in columns (37) and (57), respectively, for the farms as originally listed. If the county committee has recommended corn yields and productivity indices for the corrected farms "A" which are different from the corn yield and productivity index for the original farm, verify the entries in columns (40) and (60) as follows:

6. Verify the adjusted corn yield for each corrected farm "A" in column (40) as follows:
  - (a) Divide the red entry in column (39) by the black entry in column (38) for the farm as originally listed.
  - (b) Multiply the result obtained under (a), rounded to three decimals, by the black entries in column (38) for each corrected farm "A" and divide the result by the corresponding entries in column (31).
7. Verify the productivity index for each corrected farm "A" in column (60) as follows:
  - (a) Divide the red entry in column (59) by the corresponding black entry in column (58).
  - (b) Multiply the result obtained under (a), rounded to three decimals by the entry for each corrected farm "A" in column (57).

COMBINED FARM - YIELD AND PRODUCTIVITY

B. The following steps pertain to the verification of corn yields and productivity indices for farms listed on form NCR-209, "Listing Sheets for Corrected Farms B".

1. Compare the red entries in columns (35) to (40), inclusive, and (55) to (60), inclusive, of form NCR-209 with the respective columns from which such entries were transferred.
2. Verify the corn yield for the combined farm in column (40) by dividing the total of the entries in column (39) for the parts of farms which are to be combined into one farm by the corresponding total of the entries in column (31).
3. Verify the productivity index in column (60) for each combined farm as follows:
  - (a) Verify the entry in column (59) for each of the parts of farms which are to be combined

into one farm by multiplying the entries in column (51) by the corresponding entries in column (60).

- (b) Verify the productivity index for the combined farm by dividing the total of the entries in column (59) for the combined farm by the total of the entries in column (51) for the combined farm.

SECTION III - Instructions for Checking and Adjusting County Committee Recommended Potato and Tobacco Yields on Form NCR-209a.

POTATO YIELD

- A. The following steps will be followed in checking and adjusting the potato yields recommended by the county committee:
  - 1. Verify each entry in column (12) of NCR-209a by multiplying each entry in column (6) by the corresponding entry in column (11).
  - 2. Verify the county total of the entries in column (12).
  - 3. Divide the county total of column (12) by the county total of column (6) and compare the result with the 1938 approved county potato check yield.
  - 4. Verify the factor in the box at the head of column (15) by dividing the result obtained by multiplying the 1938 county potato check yield by the county total of column (6) by the county total of column (12).
  - 5. Verify each entry in column (15) by multiplying the corresponding entries in column (11) by the factor in the box at the head of column (15). In case errors are found in the potato yields in column (15), make the necessary corrections and initial each such correction.
  - 6. Enter the State committee approved potato yields in column (14) and initial at the head of the column.

TOBACCO YIELD

- B. The following steps will be followed in checking and adjusting the tobacco yields recommended by the county committee:



1. Verify each entry in column (25) by multiplying each entry in column (19) by the corresponding entry in column (24).
2. Verify the county total of the entries in column (25).
3. Divide the county total of column (25) by the county total of column (19) and compare the result with the 1938 approved county tobacco check yield.
4. Verify the factor used in deriving individual farm entries in column (28) by dividing the result obtained by multiplying the county total of column (19) by the 1938 approved county tobacco check yield by the county total of column (25).
5. Verify each entry in column (28) by multiplying the corresponding entries in column (24) by the factor referred to in the preceding step. If errors are found in any of the entries in column (28), make the necessary corrections and initial each such correction.
6. Enter the State committee approved tobacco yields in column (27) and initial at the head of the column.

#### GENERAL PROVISIONS

#### PART VI - TRANSFERRING SPECIAL CROP ACREAGE AND YIELD DATA FROM FORMS NCR-209a AND NCR-209b TO FORM NCR-209.

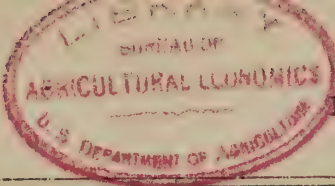
After the State committee approved acreage allotments for tobacco, potatoes, and 1938 wheat and the yields for such crops have been determined in accordance with the foregoing instructions, transfer such acreage allotments and yields to columns (44) to (49), inclusive, as follows:

1. Enter "Potatoes" immediately above columns (44) and (45) in the space provided on NCR-209. Transfer the acreage allotment for each of the farms for which such acreage allotments are established from column (7) of NCR-209a to column (44) of NCR-209. Transfer the State committee approved potato yield for each farm for which a potato acreage allotment is established from column (14) of NCR-209a to column (45) of NCR-209.
2. Enter "Tobacco" immediately above columns (46) and (47) in the space provided on NCR-209. Transfer the State committee approved tobacco acreage allotment for each farm from column (20) of NCR-209a to column (46) of NCR-209.

Transfer the tobacco yield for each farm for which an acreage allotment is established from column (27) of NCR-209a to column (47) of NCR-209.

3. Enter "1938 Wheat" immediately above columns (48) and (49) in the space provided on NCR-209. Transfer the State committee approved wheat acreage allotment for each of the farms from column (13) of NCR-209b to column (48) of NCR-209. Transfer the State committee approved wheat yield for each farm for which a wheat acreage allotment is established from column (20) of NCR-209b to column (49) of NCR-209.
4. Obtain the total acreage of all special crop acreage allotments for each farm and enter such total in column (50). This will be done by adding the State committee approved acreage allotments of corn in column (33), of potatoes in column (44), of tobacco in column (46), and of wheat in column (48).





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION

INSTRUCTIONS TO STATE COMMITTEES FOR CHECKING LISTING SHEETS, FORMS NCR-209 AND NCR-209a, AND DETERMINING STATE COMMITTEE APPROVED ACREAGE ALLOTMENTS, AND COTTON YIELDS FOR FARMS WITH RESPECT TO WHICH COTTON ACREAGE ALLOTMENTS ARE ESTABLISHED.

Part I. Instructions for Checking Entries and Determining  
State Committee Approved Acreage Allotments.

1. Before forms NCR-209 and NCR-209a are forwarded to the State office, a representative of the State committee will check the listing sheets in the county in order to determine that the data are listed in accordance with the procedure outlined in NCR-210, Preliminary, Revised, and NCR-210, Preliminary, (Cotton Supplement).

2. Errors found in the data for an individual farm which result in a corrected acreage allotment different from the county committee recommended allotment, shall be handled in the same manner as errors affecting corn and total allotments as set forth in NCR-State 205, except that the notation in the case of a corrected cotton acreage allotment shall be either "Co. AA Re-C Down" or "Co. AA Re-C Up".

Errors such as incorrect column totals which affect the factors used in columns (29), (31), and any other comparable column, will be handled in the same manner as similar errors with respect to corn and total allotments as set forth in NCR-State 205.

Section I.--Instructions for Checking Entries and Determining  
Farm Cotton Acreage Allotments for Farms on which  
Cotton was Planted During One or More of the Three  
Years, 1935, 1936 and 1937.

1. Check the entries in columns (17), (19), and (21) against corresponding entries in columns (16), (18), and (20), to determine that no individual adjustment was made in columns (17), (19), and (21), greater than .538 times the corresponding entry or 2 acres, whichever is greater.

2. Determine that the largest individual entry in columns (17), (19), and (21), has been entered in column (22).

3. Determine that each entry of less than five acres is carried over from column (22) to column (23) and that for each entry of five or more acres in column (22), an entry of five acres is carried over to

column (24). Verify the county totals of columns (23) and (24).

4. Determine that there is an entry in column (26) for each farm for which an entry was made in column (24). In no case shall the entry in column (26) exceed the acreage for the respective farm in column (4), Part I, NCR-209.

5. Verify county totals of columns (26), (27), and (28). The sum of the totals of columns (27) and (28) should be equal to the total of column (26).

6. Verify the factor entered in the heading of column (29).

a. In those cases where the total county cotton acreage allotment exceeds the sum of the totals of columns (23) and (24), the factor should have been determined as follows:

(1) Subtract the county total of column (23) from the total county cotton acreage allotment. Enter the remainder above the heading of column (29).

(2) Divide the acreage obtained under (1) above, by the county total of column (28). The result of this division, rounded to 6 decimals, is the factor to be used.

b. In those cases where the sum of columns (23) and (24) exceeds the total county cotton allotment, the factor will be determined as follows:

(1) Add to the county total of column (28) the comparable data (cropland less wheat, tobacco and rice) for farms for which entries have been made in column (23).

(2) Divide the county cotton acreage allotment by the amount obtained under (1) above, rounding the factor thus obtained to 6 decimals.

7. Determine that five acres has been entered in column (30) where the corresponding entry in column (29) is less than five, and that in all other cases, the entry in column (30) is the smaller of the corresponding entries in columns (22) and (29). Verify the county total of column (30).



8. Verify the acreage entered in the heading of column (33) as follows:

- a. Obtain the difference between the county cotton acreage allotment and the sum of columns (23) and (24).
- b. Multiply the remainder obtained under (a) above, by 3 percent.

9. Make the following check of column (31):

- a. Determine that there are no entries in column (31) if the county total of column (29) minus the county total of column (30), does not exceed the entry above the heading of column (33).
- b. If there are entries in column (31) and the factor entered above column (31) is a factor in excess of 1.0, verify such factor as follows:

- (1) Subtract county total of column (30) from the county total of column (29).
- (2) Subtract from the county total of column (29) the sum of the entries therein, which equal or exceed the respective entries in column (22).
- (3) Add the amount obtained under (1) above, to the amount obtained under (2) above.
- (4) Divide the amount obtained under (3) above, by the amount obtained under (2) above, rounding the factor thus obtained to 6 decimals.

- c. If the factor entered above column (31) is a factor less than 1.0, verify such factor as follows:

- (1) Subtract county total of column (29) from county total of column (30).
- (2) Add to the amount obtained under (1) above, an amount equal to 50 percent of the acreage entered above the heading of column (33).
- (3) Subtract from the total of column (29), the sum of the entries therein, which are less than five.

- (4) Subtract the amount obtained under (2) above, from the amount obtained under (3) above.
- (5) Divide the amount obtained under (4) above, by the amount obtained under (3) above, rounding the factor to 6 decimals.

10. Determine that five acres has been entered in column (32) where the corresponding entry in column (31) is less than five and that in all other cases the entry in column (32) is the smaller of the corresponding entries in columns (22) and (31). Verify county total of column (32).

11. If the county total of column (32) is less than the county total of column (29) by an amount in excess of the acreage entered above the heading of column (33), or if the county total of column (32) exceeds the county total of column (29), verify the factor and computations for the additional scaling in the same manner as was done in columns (31) and (32).

12. Before checking the entries in column (33), derive the factor as follows:

- a. Add to the total of column (28) the comparable data (cropland less wheat, tobacco and rice) for farms for which entries have been made in column (23).
- b. Divide the county cotton acreage allotment by the amount obtained under (a) above, rounding the factor thus obtained to 6 decimals.

If the factor obtained under (b) above, exceeds the factor used for computing the entries for column (29) and also exceeds by more than 5 percent, the product of the factors used for computing the entries for columns (29) and (31), the entries in column (28) should have been multiplied by the factor obtained under (b) above.

13. If the county total of column (32) is less than the county total of column (29) by an amount not in excess of the acreage entered above the heading of column (33), determine that no entry in column (33) is adjusted upward to exceed the corresponding entry in column (22) or 15 acres, whichever is the smaller. Verify the total of the adjustments made in column (33) and determine that such total does not exceed the acreage entered above the heading of column (33).

14. Determine that the individual acreage allotments entered in column (34) were obtained as follows:

- a. For farms for which entries were made in column (24), the entry in column (34) for each farm shall be the sum of the entry in column (33) and the respective preliminary adjusted acreage allotment as finally determined. If there is no entry in column (33), the



entry in column (34) shall be the preliminary adjusted acreage allotment as finally determined.

For those farms for which entries were made in column (23), the entry in column (34) should be the respective entry taken from column (23).

Verify the county total of column (34).

15. Determine that an entry has been made in columns (35), (36) and (37) for all farms for which an entry has been made in column (24). The entry in column (35) should equal 50 percent of the corresponding entry in column (21). The entry in column (36) should equal 40 percent of the corresponding entry in column (26).

16. Determine that the entry in column (37) was obtained as follows:

- a. If the entry in column (34) equals or exceeds either or both of the respective entries in columns (35) or (36), the entry in column (37) should be the corresponding entry in column (34).
- b. If both of the entries in columns (35) and (36) exceed the respective entry in column (34), the entry in column (37) should be the smaller of the entries in columns (35) and (36).

17. In those counties where the State committee has apportioned a supplemental cotton acreage allotment from the 4 percent increase in the State cotton acreage allotment, determine that the entry in column (38) is the result obtained by multiplying each preliminary adjusted acreage allotment by a factor which is derived as follows:

- a. Subtract from the county total of the preliminary adjusted acreage allotments, the sum of the preliminary adjusted acreage allotments which equal or exceed the respective entries in column (22).
- b. Add to the amount obtained under (a) above, the supplemental cotton acreage allotment.
- c. Divide the amount obtained under (b) above, by the amount obtained under (a) above, rounding the factor thus obtained to 6 decimals.

18. Determine that the entry in column (39) is the smaller of the respective entries in columns (38) and (22).

19. Determine that the entry for each farm in column (40) is the larger of the respective entries in columns (37) and (39).

Section II. Instructions For Checking Entries and Determining Farm Cotton Acreage Allotments for Farms on which Cotton will be Planted in 1938 but on which Cotton was not Planted in 1935, 1936, or 1937.

1. Determine that the entry in column (26) is the same as the entry in column (4), Part I, of NCR-209 for the respective farm.
2. Determine that the average acreage of cropland devoted in 1936 and 1937 to the production of wheat, tobacco or rice for market, or wheat or rice for feeding to livestock for market, has been entered in column (27).
3. Verify the entries in column (28) by subtracting the individual entries in column (27) from the corresponding entry in column (26).
4. Determine that the factor entered in the heading of column (29) is the same as the factor used in computing entries for column (29) for farms on which cotton was planted during one or more of the three years 1935, 1936 and 1937. Verify the entries in column (29) by multiplying the respective entry in column (28) by such factor. Verify the county total of column (29).
5. Determine that no entry in column (30) exceeds the corresponding entry in column (29). Verify the county total of column (30).
6. Transfer the entries in column (30) to column (37), making the necessary adjustments which will result in a total for the entries in column (37), not in excess of that part of the two percent State reserve for new farms which has been allotted to the county.

Section III. Instructions for Checking Entries and Determining Total Soil-depleting Acreage Allotments in Cotton Producing Counties - Form NCR-209.

1. Determine that the county committee recommended individual cotton acreage allotments have been transferred from NCR-209a to column (42) of NCR-209.
  - a. For farms in which cotton was planted during one or more of the three years 1935, 1936, and 1937, this acreage allotment will be taken from column (37) or (40) of NCR-209a, whichever is applicable.
  - b. For farms on which cotton will be planted in 1938 but on which cotton was not planted in 1935, 1936 or 1937, this acreage allotment will be taken from column (37) of NCR-209a.
2. Determine that the county total of column (19) is equal to the sum of the county total soil-depleting acreage allotment increased by an amount obtained by multiplying the county total of column (42) by .290.



3. Verify the factor entered in the heading of column (19). This factor should have been obtained by dividing the county total of column (19) by the county total of column (18).

4. Verify each entry in column (19) by multiplying the corresponding entry in column (18) by the factor entered in the heading of column (19).

5. Verify the entries in column (20) by multiplying the cotton acreage allotment for each farm entered in column (42) by .290.

6. Verify the entries in column (21) by subtracting the entry in column (20) from the corresponding entry in column (19).

7. Verify the township and county totals of the entries in columns (20) and (21).

8. Verify township and county totals of column (21) by subtracting the respective totals of column (20) from the corresponding totals of column (19) to determine if the differences equal township and county totals of column (21).

9. Verify the entries in column (61) by multiplying the respective cropland acreage entry for each farm in column (4) by .80.

10. Verify the entries in column (54) by subtracting the cotton acreage "freeze" entry in column (20) for each farm from the corresponding entry in column (61). The entry in column (54) represents the maximum total acreage allotment which may be assigned to the farm.

11. Verify township and county totals of entries in columns (30), (41), (54) and (61). The total of column (61) less the respective total of column (20) should equal the corresponding total of column (54).

12. Verify the entries in column (52) by adding the respective entries in columns (30), (41) and (42).

13. Compare the sum of the special crop acreage allotments obtained in the preceding step and as entered in column (52) with the total acreage allotment entered in column (21) and the maximum for such acreage allotments entered in column (54) and verify the total acreage allotment for the farm as follows:

- a. If the computed total acreage allotment entered in column (21) is greater than the sum of the special crop acreage allotments entered in column (52) and does not exceed the maximum for such acreage allotments in column (54), such computed total acreage allotment for the farm should have been transferred from column (21) to column (22). In case the computed total acreage allotment in column (21) exceeds the maximum for such acreage allotments in column (54)

and is greater than the sum of the special crop acreage allotments in column (52), the entry in column (54) should have been transferred to column (22). Deductions should have been made wherever necessary in wheat acreage allotments and corn acreage allotments as hereinafter indicated.

- b. If the sum of the special crop acreage allotments in column (52) is greater than the computed total acreage allotment in column (21), and is less than the maximum acreage allotment in column (54), the entries in column (52) should have been transferred to column (22).
- c. If the sum of the special crop acreage allotments in column (52) is in excess of the maximum of such acreage allotments in column (54), the acreage entries in column (54) should have been transferred to column (22) unless the entry in column (42) exceeds the entry in column (54) in which case, the entries in column (42) should have been transferred to column (22).

In cases where the total soil-depleting acreage allotments for farms were determined according to the second sentence in step (a) and under step (c) of section 13, the wheat acreage allotment and in some instances the corn acreage allotments should have been reduced so that the total acreage allotments will not be in excess of the maximum total soil-depleting acreage allotments for such farms. In such cases, no reductions should have been made in cotton acreage allotments.

In such cases the county committee should have reduced the wheat acreage allotments, if any, to such an extent that the sum of the special crop acreage allotments is not in excess of the maximum for the total soil-depleting acreage allotment for such farms. If there is no wheat acreage allotment for such farms or if the total wheat acreage allotment is such that when deleted the sum of the special crop acreage allotments remains in excess of the maximum for total soil-depleting acreage allotments, the county committee should have made the additional reductions necessary in the corn acreage allotments. When adjustments pursuant to these provisions were made in either the wheat or corn acreage allotments, the adjusted acreage allotment should have been entered in the proper column and the sum of the special crop acreage allotments should have been corrected in column (52).

After the soil-depleting acreage allotments have been verified in accordance with the provisions set forth in paragraphs (12) and (13), verify the township and county totals of the entries in columns (22) and (52). Add township and county totals of columns (30), (41), and (42) and compare such totals with the respective totals of column (52) to determine if they are equal. In case such totals are not the same, check the additions of the entries in columns (30), (41) and (42) for individual farms and make necessary corrections.



## Part II. Instructions for Checking the Determination of Normal Cotton Yields.

The statistician or farmer fieldman shall review in the county office, the cotton yield appraisal in column (6) of form NCR-209a, to determine if the county committee has obtained an equitable relationship between farms in the minor civil division and county in the recommended cotton yields. In making this determination the person reviewing such yields should examine the indicated yields of cotton in columns (4) and (5), and the actual yields as entered in columns (41) to (45), inclusive.

In the event errors of any kind are found which will result in a yield after such errors are corrected which is different from that recommended by the county committee, such errors will be corrected and the corrected yield will be determined in accordance with the instructions set forth in this Part II. If the yield is corrected for a farm, such corrected yield will be used as the basis for the determination of the State committee approved yield for the farm. The county committee should be immediately notified of any changes in the cotton yields.

### Section I.--Checking Normal Yields Established by Actual Records.

1. Determine that the actual yield per acre for 1933 has been entered in column (41). If the actual yield is not available a dash should appear in this column.

2. Determine that the actual yield per acre for 1934 has been entered in column (42). If the actual yield is not available a dash should appear in this column.

3. Determine that the actual yield per acre for 1935 has been entered in column (43). If the actual yield is not available a dash should appear in this column.

4. Determine that the actual yield per acre for 1936 has been entered in column (44). If the actual yield is not available a dash should appear in this column.

5. Determine that the actual yield per acre for 1937 has been entered in column (45). If the actual yield is not available a dash should appear in this column.

6. Determine that each entry in column (46) is the average of the corresponding entries in columns (41) to (45), inclusive. If there is a dash entered in any one or more of the columns (41) to (45), inclusive, a dash should appear in column (46). Determine that the county

committee has not adjusted the yield for any year by a percent which is larger than the percent by which the actual yield for the county is above or below the average yield for the county for the 5 years 1933 to 1937, inclusive. In no case shall the yield as entered in column (46), be revised to meet the county yield limit.

Section II. Instructions for Listing and Determining  
Normal Yields for All Farms.

1. Determine that the final cotton acreage allotment, as obtained from columns (37) or (40) of form NCR-209a, is entered in column (3) of form NCR-209a.

2. Determine that the 1937 approved normal yield has been entered in column (4). This entry should have been obtained from either form NCR-106, column (39), or from form NCR-114, Section IV, column (c).

3. Determine that a dash has been entered in column (5) for each farm for which there is an actual cotton yield entry in column (46). The entry in column (5) for all other farms should be the cotton yield determined by the community committee to best represent the normal yield of cotton on the farm.

4. Determine that a dash is entered in column (6) for each farm where a dash appears in the corresponding line of column (5). In all other cases the county committee recommended 1938 normal yield should appear in column (6).

5. Verify each entry in column (7) by multiplying each yield entry in column (6) by the corresponding entry in column (3). Verify the minor civil division and county totals of the entries in column (7).

6. Determine that the adjusted normal yield entered in column (11) was determined as follows:

a. For farms for which actual yields have been entered in column (46), such yields should be transferred to column (11).

b. Multiply such yield entries in column (11) by the corresponding entry in column (3) and enter the result, rounded to a whole number, in column (12). All such entries should be underlined. Verify the minor civil division and county totals of the underlined entries in column (12).

c. Subtract each minor civil division total of column (12), as obtained in step (b) above, from the normal production for the minor civil division.



- d. Divide the result in step (c) above, by the total of column (7) for the respective minor civil division to obtain the adjustment factor to be applied to the individual entries in column (6). Such adjustment factor should be entered in the heading of column (11).

7. Verify the extensions entered in column (12) by multiplying each entry in column (11) which is not underlined, by the corresponding entry in column (3). Verify the minor civil division and county totals of all entries in column (12).





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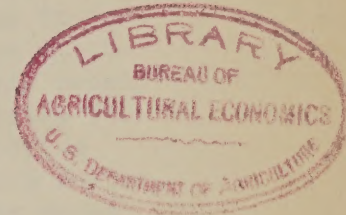
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

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1938 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION

INSTRUCTIONS FOR DETERMINING STATE  
COMMITTEE APPROVED 1939 WHEAT ACREAGE  
ALLOTMENTS

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Immediately on receipt of these instructions the State committee and statistician will verify the entries on form NCR-209b, column (31) and enter the State committee approved 1939 wheat acreage allotments in column (33). After the State committee approved 1939 wheat acreage allotments have been entered on form NCR-209b, column (33), the listing sheets will be returned to the county offices.

The following steps will be used to verify the factors entered in the box at the head of column (31).

1. Verify the factor entered in the box at the head of column (31) of regular wheat listing sheets including regular wheat farm listing sheets for 1939 changed farms as follows:
  - a. Deduct the county reserve held by the county committee for the correction of errors and the settlement of appeals from the 1939 county wheat acreage allotments.
  - b. Multiply the result obtained under (a) by 97 percent.
  - c. Multiply the result obtained under (b) by the county estimate of the percent of completeness of coverage for old 1939 wheat farms.
  - d. Divide the result obtained under (c) by the county total of column (30) for old 1939 wheat farms and compare the result with the factor in the box at the head of column (31).
2. Verify the factor entered in the box at the head of column (31) for new wheat farm listing sheets and new wheat farm listing sheets for 1939 changed farms as follows:



- a. Multiply the entry obtained in (1a) by 3 percent.
- b. Multiply the percentage of completeness of coverage of new 1939 wheat farms by the result obtained in (a).
- c. Divide the result obtained under (b) by the county total of column (30) and compare the result with the factor entered below column (30) for new wheat farms.
- d. Determine that the factor entered in the box at the head of column (31) is the smaller of the factors obtained in (c) or (1c).

3. The following steps will be used to verify the entries on NCR-209b, column (31).

- a. Verify the entries on form NCR-209b "Regular Wheat Listing Sheets" column (31) by multiplying each entry in column (30) by the factor entered in the box at the head of column (31) and verify the county total of column (31) for regular wheat farms.
- b. Verify the entries on form NCR-209b "New Wheat Farm Listing Sheets" by multiplying each entry in column (30) by the factor in the box at the head of column (31) or by comparing the entry in column (31) with the entry in column (26) whichever is applicable and verify the county total of column (31) for new wheat farms.
- c. Verify the entries on form NCR-209b "Wheat Listing Sheets for 1939 Corrected Farms" column (31) by multiplying each entry in black in column (6) by the ratio entered in red in column (5) for the applicable 1938 farm and obtain the county total of column (31) for corrected farms.
- d. Verify the entries on form NCR-209b "Regular Wheat Farm Listing Sheets for 1939 Changed Farms" and "New Wheat Farm Listing Sheets for 1939 Changed Farms" in column (31) by multiplying each respective entry in column (30) by the respective factor in the box at the head of column (31) and obtain the respective county totals of column (31) for changed 1939 wheat farms.



4. Enter in column (33) the State committee approved 1939 wheat acreage allotment. Before making entries in column (33), the State committee will determine the amount of reserve necessary to provide complete coverage for all wheat farms in the county plus an adequate reserve for the correction of errors. Deduct such reserve from the 1939 county wheat acreage allotment (including any part of the one percent additional allotment to the State which has been assigned to such county) and if the factor obtained by dividing the 1939 county wheat acreage allotment less the amount to be held for reserve, by the county total of column (31) is 100.5 or greater, the entries for column (33) may be obtained by multiplying the entries in column (31) or (32), as the case may be, by such factor. If the factor obtained by dividing the 1939 county wheat acreage allotment, less the amount to be held for reserve, by the county total of column (31) is less than 100.5, transfer the entry in column (31) or (32), as the case may be, to column (33).

